



NATIONAL FOREIGN INTELLIGENCE BOARD

ICS-81/0952  
15 June 1981

MEMORANDUM FOR: DCI Committee Chairmen

FROM : Walter Elder  
Executive Secretary, NFIB/NFIC

SUBJECT : Monthly Activity Reports

1. Recently I forwarded those monthly activity reports which I had received to the DDCI for his information. He has agreed that I should continue to act as a collection point for these reports.

2. To make these reports most useful to the DDCI, the following suggestions are for your consideration:


a. Committee chairmen are invited to continue to submit monthly reports, or negative reports if there has been no significant activity.

b. I will forward them to the DDCI and other committee chairmen as close to the first of each month as possible. If a committee has not submitted a report by the end of the month (or asked for an extension) my submission will go forward with the notation "\_\_\_\_\_ Committee: no report received."

c. I believe the reports should highlight those activities which might come to the attention of the DCI, DDCI, NFIB, or NFIC. They should also emphasize activities which may be of interest to other committees. A record of routine business may be of some interest, too.

2. Your suggestions on the foregoing will be welcome. In any event, may I request reports by close of business, 30 June 1981, please.

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WALTER ELDER